

2017 Annual Town Meeting Calendar and Finance Committee FY2018 Budget Schedule

September/October, 2016	Develop budget forms and letter Discuss budget process Develop initial revenue projections Finalize Calendar Liaisons meet with Depts., Boards /Comms.
Mid-November, 2016	Fin Com recommends budget targets and/or guidelines, including capital submissions Budget forms & letter distributed to departments
November-December, 2016	Fin Com Liaisons meet with Dept Heads/Boards/Comms
T. January 3 2017	Deadline for submission of capital plans
Jan. 9 thru Feb 3, 2017	Acct./Treas./Tn. Adm. review budgets for accuracy and completeness Each Dept. meets with Acct./Treas./Tn. Adm. for questions/revisions
<u>W. January 11, 2017</u>	<u>Final Deadline for submission of budgets</u>
M. January 23, 2017	(Possible meeting) Capital Plan distributed to Capital Comm.
M. January 30, 2017	(Possible meeting) CapComm. chooses Depts. to meet with; prepares questions
F. February 3, 2017	Preferred Deadline for ATM money articles -verbiage only, numbers come later
M. February 6, 2017	Capital Committee meets with Depts. to discuss Capital Plans Budget book distributed to Fin Com
M. February 13, 2017	Capital Committee makes preliminary recommends to Fin Com Meet with School Committee representatives Determine which Depts./Bds/Comms need to come to Feb 25 Budget Hearing Discuss questions for upcoming budget hearings
T. February 21, 2017	Snow Date
Feb. 20 thru Feb. 24, 2017	School Vacation Week: Members review budget book, talk to liaisons, develop and submit questions
F. February 24, 2017	Preferred Deadline for STM articles
Sat. Feb 25, 2017	Budget Hearings-see attached schedule -Joint meeting with the Board of Selectmen

M.	Feb. 27, 2017	Recall Depts. For Q&A (if needed) Discuss Town Meeting Articles Discuss Revenue and Expense Totals Meet with School Committee Reps Meet with Capital Committee (if needed)
Th.	March 2, 2017	SNOW DATE
M.	March 6, 2017	Meet with Capital Committee (if needed) Discuss Budget Requests and Articles Recall Departments for Q&A as needed
M.	March 13, 2017	2:00 PM Final Deadline for submission of all ATM and STM Articles with numbers
M.	March 13, 2017	Discuss Budgets and Capital Requests Meet with Capital Committee (if needed) Vote Preliminary Recommendations
M.	March 20, 2017	Vote Final Recommendations
W.	March 22, 2017	Last date for BOS to close the warrant
Th.	March 23, 2017	SNOW DATE
	March 22 - April 5, 2017	Period to prepare warrant text and tables
Fri.	March 31, 2017	30-day deadline: All Capital Items must be received by Capital Committee
W.	Mar 29 or Apr 5, 2017	Presentation to Board of Selectmen Board of Selectmen sign warrant - prepare motions
Th.	April 6, 2017	Last day to send warrant to printer
Th.	April 13, 2017	Receive warrant back from printer
F.	April 14, 2017	Last day to post STM and ATM warrants with constables
T.	April 18, 2017	Warrant posted on the Website Motions ready and sent to Moderator and town counsel
	Week of April 24, 2017	Meeting with Moderator: Walk-Thru of Town Meeting
Mon.	May 1, 2017	Annual Town Meeting
Mon.	May 8, 2017	Annual Town Election